

The following steps must be followed to comply with State Laws (G.S. 130A-335, G.S. 130A-336);

- 1) Complete the appropriate application(s). A complete submitted application for which the appropriate fees have been paid will be valid for 12-months from the date of application;
- 2) The applicant shall provide a plat (see below) or site plan that shows:
 - a. Property lines (existing and proposed) and distances;
 - b. Existing *and proposed* structures and improvements including but not limited to:
 - i. Buildings, decks, porches, swimming pools et cetera...;
 - ii. Utilities (overhead and underground) such as water, electric, gas, phone et cetera...;
 - iii. Well(s), Water Supplies, and Surface Waters
 - iv. Driveways (dirt, gravel, paved);
 - v. Septic system(s);
 - vi. Other improvements (pastures, corrals, pens, gazebos, tennis courts, et cetera...);
 - vii. Landscape alterations (soil removal/cut, soil addition/fill, other);
- 3) The applicant shall obtain Certification of Zoning Compliance from the local planning authority;
- 4) The applicant shall prepare the site in accordance with the attached *lot preparation requirements*;
- 5) When the applicant has certified that the *lot preparation requirements* are satisfied for a submitted complete application for which the appropriate fees have been paid, the lot will be considered to be ready for evaluation. You will be notified of evaluation results (phone or mail or email or fax).

“**Plat**” means a property survey prepared by a registered land surveyor, drawn to scale of one inch equals no more than 60 feet, that includes: the specific location of the proposed facility and appurtenances, the site of the proposed wastewater system, and the location of water supplies and surface waters. “Plat” also means, for subdivision lots approved by the local planning authority and recorded with the county register of deeds, a copy of the subdivision plat that is accompanied by a site plan that is drawn to scale [G.S. 130A-334].

FEES

- 1) Application for Improvement Permit (per proposed on-site wastewater system): \$460
- 2) Construction Authorization: Varies from \$370 to \$710 based on system classification.
- 3) Private Water Supply Well: \$300

Permit Expiration;

- 1) Improvement Permits for which a plat is provided shall be valid without expiration. Improvement Permits for which a site plan is provided shall be valid for five years [G.S. 130A-335(f)];
- 2) A Construction Authorization shall be valid for a period equal to the period of validity of the Improvement Permit, not to exceed five years [G.S. 130A-336(b)];
- 3) The Improvement Permit is transferable to subsequent owners except as provided in G.S. 130A-335(f) and G.S. 130A-336(a);

Permit Revocation;

- 1) The permit is subject to revocation if the site plan or plat, whichever is applicable, or the intended use changes [G.S. 130A-335(f)];
- 2) If the installation has not been completed during the period of validity of the Construction Authorization, the information submitted in the application for a Permit or Construction Authorization is found to have been incorrect, falsified, or changed, or the site is altered, the Permit or Construction Authorization shall become invalid, and may be suspended or revoked [15A NCAC 18A .1937(g)].

Lot Preparation Requirements

The Applicant must:

- 1) Ensure that all existing and proposed property corners and property lines are accurately and clearly marked on site. You may need a professional land surveyor;
- 2) Clearly mark the proposed home/facility, and any other proposed structures, on site;
- 3) Ensure that the property is readily accessible for evaluation. Any *thick dense growth* of weeds, briars, saplings et cetera must be cleared/mowed/thinned so as to allow easy access and unobstructed visual observation of the surrounding ground and terrain;
- 4) Post the large pink flag (LCEH-SE) next to the road to identify the property to be evaluated. If the house site is a long way from the road then a series of markers should be placed as a guide to the site;
- 5) When you have completed these items, sign the confirmation statement below and return it to Lee County Environmental Health at 900 Woodland Ave, Sanford, NC 27330. Upon receipt of a confirmation statement from the applicant for a complete and paid application the application will be considered “active” and ready for evaluation. Applications will be processed by the order in which said confirmation statements are received.

Sites not meeting these criteria will not be evaluated and this determination will be conveyed to the applicant. The application will be considered “inactive” until the applicant has certified in writing that all lot preparation requirements are met.

----- Detach here -----

I _____, hereby certify that the property located at _____, has been prepared for evaluation and meets the “lot preparation requirements” listed above. I understand that failure to prepare the property in accordance with these requirements will result in placement of the application for the property into “inactive” status where it may remain until I have certified in writing that all lot preparation requirements are met.

Signature _____ Date _____

Deliver this form to:

Lee County Environmental Health
900 Woodland Avenue- Sanford, NC 27330
Phone: 919-718-4641 – Fax: 919-718-4636

Lee County Land Use and Health Department On-Site Wastewater System Application

Fee Paid: \$ _____

Date: _____

To Be Completed By Applicant:

☐ County Planning Jurisdiction

☐ City Planning Jurisdiction

☐ Broadway Planning Jurisdiction

Date: _____

Applicant Name: _____ Phone # _____

Current Mailing Address: _____

Property Owner or (legal representative): _____ Phone # _____

Current Mailing Address: _____

(If different from Applicant)

Directions to property: _____

Proposed Use Information

Address/Location of Property: _____

Type of Establishment

☐ Residential ☐ Non-Residential ☐ Specify (Please Describe): _____

✓ Check Water & Sewer Source: _____ PRIVATE WELL

☐ Existing ☐ Proposed _____ PRIVATE SEWER SYSTEM

_____ OTHER, List Type _____

Proposed Improvement

☐ New System ☐ Repair ☐ Well

* _____ PUBLIC WATER

_____ PUBLIC SEWER SYSTEM

Owners of property that are within 1,000 feet from Lee County's public water system must connect to the public water system

Proposed septic system type: _____

Improvement permit requested _____ YES _____ NO Construction Authorization requested _____ YES _____ NO

Will waste water other than domestic sewage be generated on this site _____ YES _____ NO (If yes explain below)

✓ **Check if any of the following are located on the property:**

☐ Easements or Rights of Ways

☐ Springs

☐ Designated Wetlands

☐ Streams or Impoundments

List existing residential dwellings, buildings or other improvements on the lot: _____

Planning Services Only

*If a minor or major subdivision is being proposed, a **\$60.00 non-refundable fee** shall be paid to the Community Development Department at the time the map is signed.*

✓ **Check proposed residential use:**

_____ Site Built Home _____ Modular Home _____ Manufactured Home (Year of Proposed MH _____)

(Replacing Existing MH Home?) ☐ Yes ☐ No

No. of Bedrooms: _____ No. of Occupants: _____ Maximum Dimensions of Home: _____

Basement: ☐ Yes ☐ No

Plumbing Fixtures in Basement: ☐ Yes ☐ No

_____ Renovation _____ List Type

_____ Addition _____ List Type

_____ Other _____ List Type

_____ Accessory Dwelling (RA & RR District only)

- Only one (1) Accessory Dwelling shall be permitted per lot.
- An Accessory Dwelling unit shall be sited to the side or the rear of the principal dwelling.
- An Accessory Dwelling unit shall meet all setback requirements as established for principal uses within the zoning district in which it is located.

- Adequate off-street parking shall be provided for any vehicles owned by occupants of the Accessory Dwelling.

____ Accessory Building (detached garage, storage building, personal shop, etc.) _____ Maximum dimensions of Accessory Building. A notarized Accessory Building Certification is required before issuance of a Building Permit.

____ Swimming Pool location & size

✓ **Check proposed non-residential use:**

- ☐ New Construction ☐ Renovation: ☐ Addition _____ List Type
☐ Accessory Building ☐ Other: _____ List Type

A general plot plan showing the boundaries, dimensions, and area of the lot, and existing and proposed building, must be provided on a separate sheet of paper. Two copies of a more detailed site plan and project description is required for commercial, professional, and industrial uses, and major residential developments before issuance of a building permit.

Note: A separate application is required for signs.

Project Description: _____
 Manufactured Home Park Name or Subdivision Name: _____ Lot # _____
 Lot Size/Acreage: _____ acres Road Frontage: _____ feet *Corner Lot: ____ Yes ____ No
Proposed building **Setbacks: Front property line _____ feet Rear property line: _____ feet
 Left side property line: _____ feet Right side property line: _____ feet

Is this proposal subject to approval by other public agencies: Yes ____ No ____

If yes, list agency other than Health and Planning: _____

I the undersigned person hereby acknowledge that I have read this application and hereby certify that this site plan was prepared by me and it is true and correct to the best of my knowledge, information, and belief. It is understood that any permits issued hereafter are subject to suspension or revocation if the site plan or the intended use change, or if information in this application is falsified or changed.

Applicant's Signature: _____ **Date:** _____

Owner's Signature or Legal Representative: _____ **Date:** _____



Lee County Environmental Health

900 Woodland Avenue- Sanford, NC 27331

Phone 919-718-4641 - Fax 919-718-4636

Promoting better health and a safe environment for all Lee County residents

